



# **GENERAL COMMITTEE MEETING AGENDA**

**TUESDAY, APRIL 5, 2016**

**7 P.M.**

**COUNCIL CHAMBERS  
AURORA TOWN HALL**

PUBLIC RELEASE  
March 29, 2016



**TOWN OF AURORA  
GENERAL COMMITTEE MEETING  
AGENDA**

Tuesday, April 5, 2016  
7 p.m.  
Council Chambers

Councillor Gaertner in the Chair

**1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE  
THEREOF**

**2. APPROVAL OF THE AGENDA**

RECOMMENDED:

THAT the agenda as circulated by Legal and Legislative Services be approved.

**3. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**4. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION**

**5. DELEGATIONS**

**6. PRESENTATIONS BY THE ADVISORY COMMITTEE CHAIR**

**7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**8. NOTICES OF MOTION**

**9. NEW BUSINESS/GENERAL INFORMATION**

**10. CLOSED SESSION**

**11. ADJOURNMENT**

**AGENDA ITEMS**

- 1. BBS16-004 – Mandatory Sewage System Maintenance Inspection Program for Private Properties** pg. 1

RECOMMENDED:

THAT Report No. BBS16-004 be received; and

THAT a public meeting be held to inform property owners of the Sewage System Maintenance Inspection Program; and

THAT the public meeting be used to introduce a new fee related to the Sewage System Maintenance Inspection Program in accordance with the *Building Code Act* and regulations; and

THAT staff bring forward the necessary amendments to Building By-law No. 5402-12, as amended, to implement the Sewage System Maintenance Inspection Program to a future Council meeting.

- 2. IES16-032 – Backyard Composting Program Update** pg. 7

RECOMMENDED:

THAT Report No. IES16-032 be received for information.

- 3. IES16-033 – Solar Panel Option for the New Operations Centre** pg. 11

RECOMMENDED:

THAT Report No. IES16-033 be received; and

THAT the 2016 Capital Budget be increased by \$130,000 for the installation of a 40 kW solar panel system at the new Operations Centre, to be funded from the Green Initiatives Reserve fund; and

THAT staff be authorized to negotiate an agreement for the installation of a 40kW solar panel system at the new Operations Centre with our current vendor Solera; and

THAT the Mayor and Town Clerk be authorized to execute the Agreement with Solera, including any and all documents and ancillary agreements required to give effect to same; and

THAT all net energy savings generated from the solar panel system be returned to the Green Initiatives Reserve fund for a minimum period of 25 years.

**4. IES16-034 – Award of Tender IES 2016-18 for the Supply and Installation of Two New Ice Plant Condensers for the Aurora Community Centre** pg. 16

RECOMMENDED:

THAT Report No. IES16-034 be received; and

THAT Tender IES 2016-018 for capital project #72175 for the supply and installation of two new Ice Plant Condensers for the Aurora Community Centre be awarded to CIMCO Refrigeration in the amount of \$133,660.00 excluding taxes; and

THAT the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

**5. PRS16-016 – Culture and Recreation Grant Semi-Annual Allocation for March 2016** pg. 20

RECOMMENDED:

THAT Report No. PRS16-016 be received for information.

**6. PRS16-018 – Music Strategy** pg. 23

RECOMMENDED:

THAT Report No. PRS16-018 be received; and

THAT the Music Strategy attached to Report No. PRS16-018 be endorsed; and

THAT staff be directed to apply for funding from the Ontario Music Fund Grant to support the initiatives identified in the Music Strategy.

**7. Accessibility Advisory Committee Meeting Minutes of March 2, 2016** pg. 31

RECOMMENDED:

THAT the Accessibility Advisory Committee meeting minutes of March 2, 2016, be received for information.

**8. Heritage Advisory Committee Meeting Minutes of March 7, 2016** pg. 36

RECOMMENDED:

THAT the Heritage Advisory Committee meeting minutes of March 7, 2016, be received for information.

**9. Economic Development Advisory Committee Meeting Minutes of March 10, 2016** pg. 41

RECOMMENDED:

THAT the Economic Development Advisory Committee meeting minutes of March 10, 2016, be received for information.



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. BBS16-004**

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**SUBJECT:**    *Mandatory Sewage System Maintenance Inspection Program for Private Properties.*

**FROM:**        *Techa van Leeuwen, Director of Building & Bylaw Services*

**DATE:**         *April 5, 2016*

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**RECOMMENDATIONS**

*THAT Report No. BBS16-004 be received; and*

*THAT a public meeting be held to inform property owners of the Sewage System Maintenance Inspection Program; and*

*THAT the public meeting be used to introduce a fee related to the Sewage System Maintenance Inspection Program in accordance with the Building Code Act and regulations; and*

*THAT staff bring forward the necessary amendments to Building By-law No. 5402-12, as amended, to implement the Sewage System Maintenance Inspection Program to a future Council meeting.*

**PURPOSE OF THE REPORT**

To inform Council of recent legislative changes to the Building Code Act and regulations mandating the principal authority (Council) to implement a sewage system maintenance inspection program and to obtain Council approval to hold a public meeting that will inform affected property owners of the program including the introduction of a fee to administer the program in accordance with the Building Code Act and regulations.

**BACKGROUND**

The Building Code Act, 1992 (The Act) and Ontario Regulation 332/12 known as the Ontario Building Code (OBC) regulate the design, construction and renovation of sewage systems which are located wholly on the property which they serve (i.e. "on-site") and have a design sewage capacity of 10,000 litres/day or less. Such systems typically provide sewage treatment for smaller buildings such as houses, cottages, and small businesses.

Administration and enforcement of the on-site sewage system provisions of the BCA and OBC is the responsibility of the principal authority being the municipality, the board

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of health or the conservation authority depending on the location within Ontario. In the Regional Municipality of York, local municipalities are responsible for the administration and enforcement of these requirements.

The OBC was recently amended to establish and regulate mandatory inspection programs for sewage systems to be administered in certain areas by local enforcement bodies. The recent amendments to the OBC also allow for the principal authority to pass by-laws governing discretionary sewage system maintenance inspection programs.

The Act allows for a cost recovery funding model. The introduction of the sewage system maintenance inspection program will result in amendments to Building By-law 5402-12 to introduce regulatory provisions and an associated fee for service provided. To introduce or change a fee respecting building or maintenance inspections a public meeting must be held with a minimum of 21 days' notice of the meeting. Upon authority from Council staff will provide notice of the public meeting through the Town's notice board, website and at our building counter. Staff will also send by mail an invitation to property owners affected by the legislative changes. Staff is proposing to conduct the public meeting in the second quarter of this year.

## **COMMENTS**

### **The Ontario Building Code (OBC) has introduced a mandatory program for sewage system maintenance inspections within specific areas.**

The OBC was recently amended to require municipalities or local enforcement bodies within certain areas to have a septic maintenance inspection program. The areas are outlined within the OBC and include properties that are:

- a) Within 100m of portions of the Lake Simcoe shoreline,
- b) Within 100m horizontally and perpendicular of any river, stream, lake or pond within the Lake Simcoe watershed that continually flows in an average year,
- c) Within 100m of any lake or pond in the Lake Simcoe watershed that is connected on the surface to a river or stream described in b)
- d) Any other lake or pond in the Lake Simcoe watershed that has a surface area greater than 8 hectares,
- e) Areas within a vulnerable area that are located in a source protection area and that are identified in the most recent *source protection plan* for the source protection area as initially approved under the *Clean Water Act, 2006* or as most recently approved following any amendments or reviews under that Act.

Areas as described above are required by the OBC to have a mandatory maintenance inspection program. The principal authority (Council) having jurisdiction in those areas is required to administer the maintenance program. The timeframe for the establishment of the program is described in the OBC and is based on the location of the systems. Those that are within the area described in a) are required to have



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conducted inspections before January 2016 while other others are subject to later timeframes.

The areas applicable to The Town of Aurora include those areas previously described in b) and e). The town has numerous streams that fall into the category of being within the Lake Simcoe watershed that continually flow in an average year as well as three areas identified as vulnerable as described in the applicable Lake Simcoe Source Water Protection Plan. The Town of Aurora is required to have conducted all required inspections initially by January 1, 2021 and every five years thereafter the most recent inspection.

**The Building Code Act (The Act) allows for a discretionary program for septic sewage systems outside of the mandatory specified areas.**

In addition to the mandatory program The Act allows for principal authorities to establish a discretionary program for those sewage systems that do not fall within the areas for which a mandatory program is required. The authority and provisions for a discretionary program will be contained within Building By-law 5402-12, as amended.

**Staff recommends implementing the mandatory sewage system inspection program only at this time and will include provisions in the by-law that allow for future implementation of a discretionary sewage system maintenance inspection program.**

Staff has determined there are 467 known sewage systems within the Town of Aurora. Mapping provided by the Regional Municipality of York, the Ministry of Environment and Climate Change (MOECC) and our internal GIS division indicates 127 properties are subject to the mandatory sewage system maintenance inspection program. The remainder of the sewage systems could be subject to a discretionary inspection program if Building By-law 5402 -12, as amended included provisions to introduce a discretionary program.

Staff recommends implementing only the mandatory inspection program at this time. Upon completion of the initial inspections of the 127 affected properties in the mandatory program staff will evaluate the results to determine if there are a concerning number of sewage systems that are malfunctioning. Based on the results staff will consider whether a discretionary program is warranted. Staff will include provisions within the Building By-law that would allow the implementation of a discretionary program without further by-law amendments.

**The N6 CAO committee determined that having programs with common elements would be best for our citizens and affected contractors.**

In 2014 the Chief Administrative Officers of York Region's northern six municipalities

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formed a committee to look at possibilities for sharing services and resources. The committee made up of representatives from the municipalities was tasked with developing a common model for the sewage system maintenance inspection program as it provides consistency in approach and is beneficial for our residents, septic contractors and the municipalities.

All northern six municipalities are required to have a program but the programs are subject to different timeframes for establishment depending on location. As a result Georgina and Whitchurch-Stouffville have established programs while East Gwillimbury, Newmarket, King and Aurora are currently developing programs for a 2016 implementation. The committee has harmonized aspects of the programs such as administration, communication, technical requirements, inspections and enforcement. It should be noted none of the surrounding municipalities are recommending implementation of a discretionary program at this time.

### **Overview of the Program**

- The maintenance program will have a two phase approach to inspections. The first phase will be collection of data, an initial inspection to observe on-site conditions and documentation. The second phase will only occur if the phase 1 inspection identifies system malfunction or failure.
- The second phase inspection would be more intrusive including examining the condition of the tank and its components, examining components of the system that are upstream and downstream such as building sewers, building plumbing, electrical connections/components, distributions boxes, soil type and permeability, etc)
- The OBC allows for either the municipality or a third party to conduct the required inspection. Staff recommends the inspections be carried out by the municipality to reduce costs to homeowners. Even if the Town accepted a third party certification Town staff would still be required to review any and all required documentation for acceptance.

### **The public meeting will serve as an information session for affected property owners as well as meet our legislative requirements for changing fees under The Act.**

Staff will conduct the public meeting as an information session for affected property owners. The program highlights will be presented at the meeting as well as information regarding proper ongoing maintenance of privately owned sewage systems. All property owners that are within the mandated area will receive an advisement of the program as well as an invitation to attend the session. Staff will also send an invitation to the other properties that have a sewage system as the session will provide information for proper maintenance and operation of sewage systems.

The Act requires a minimum of 21 days' notice of the public meeting be given. Upon

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direction from Council to hold a public meeting staff will communicate the public meeting by way of the invitations to affected property owners as well as on the notice board, our website and at our building counter.

**LINK TO STRATEGIC PLAN**

The proposed change to the Building By-law supports the Strategic Plan goal of Supporting Environmental Stewardship and Sustainability through its accomplishment in satisfying the requirements in the following key objective within this goal statement: Encouraging the stewardship of Aurora’s natural resources.

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. Council could direct staff to implement both a mandatory and discretionary sewage system maintenance inspection program. This option may require additional resources to implement.
2. Council could direct staff to accept third party certification as opposed to using internal staff to implement the program. This would likely be significantly more expensive for the property owner.

**FINANCIAL IMPLICATIONS**

Staff proposes a fee of \$150/system to recover the cost of the program. We have approximately 127 affected properties within the mandated program area which equates to \$19,050 over the next 5 years. Over the initial implementation of the program staff will assess the fee for service.

Below is a comparison of established and proposed program fees of the northern six municipalities for reference.

Municipality	Program Description	Fee per Property
Aurora	Municipal staff completing administrative and inspection tasks	\$150
East Gwillimbury	Municipal staff completing administrative and inspection tasks	\$490
	Municipal staff completing only the administration component of the program	\$95
Georgina	Municipal staff completing administrative and inspection tasks	\$100
King	Municipal staff completing administrative and inspection tasks	\$150
Newmarket	Municipal staff completing administrative	\$150

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	and inspection tasks	
Whitchurch-Stouffville	Property owner providing proof of program compliance	\$0
	Non-compliance necessitates municipal intervention and associated fees	\$750

**CONCLUSIONS**

A sewage system maintenance inspection program is now required under the Building Code Act and regulations. A public meeting is a legislative requirement to introduce or change fees. The Building Code Act gives authority to municipalities to establish fees to recover the direct and indirect costs to administer and enforce the building code. The public meeting will meet our legislative requirements and will serve as an information session for property owners who will be affected by this new program.

**ATTACHMENTS**

None

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – March 21, 2016

***Prepared by: Techa van Leeuwen, Director of Building and Bylaw Services - Ext. 4748***

***Techa van Leeuwen, Director  
Building and Bylaw Services***

***Doug Nadorozny  
Chief Administrative Officer***



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**

**No. IES16-032**

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**SUBJECT:** *Backyard Composting Program Update*

**FROM:** *Ilmar Simanovskis, Director of Infrastructure & Environmental Services*

**DATE:** *April 5, 2016*

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**RECOMMENDATIONS**

*THAT Report No. IES16-032 be received for information.*

**PURPOSE OF THE REPORT**

The purpose of this report is to update Council on activities carried out with the 2015 backyard composting pilot project, and to outline the work plan for 2016. The continued goal of this project is to increase awareness and effectiveness of backyard composting as part of the strategy to reduce total curb side waste collection tonnage in Aurora.

**BACKGROUND**

In 2015, in support of the SM4RT Living Plan's Food Waste Reduction Strategy, The Town of Aurora partnered with York Region Environmental Services to implement the Greener Gardens Composting Pilot. This project was developed to help achieve the SM4RT Living food waste reduction target of 15% by 2031 by encouraging residents to backyard compost. Participants were provided with the opportunity to learn to compost at home while providing the Town and Region with data on the amount of material that could be diverted through this practice.

**Pilot Program accomplishments in 2015**

The Greener Gardens Composting pilot project was launched in April 2015. Participants were recruited through promotional advertisements using social media and print ads in the Auroran and Aurora Banner Newspapers. Residents were directed to an online application and were chosen from this list. Residents were selected on a first come, first serve basis, but there was enough space in the program to accommodate all volunteers.

Selected residents were given a composter, a scale, and information on how to properly compost material and record their results. These materials were provided to participants at a compost giveaway event that acted as a project launch event. Each resident was offered a chance to have staff from Aurora and York Region perform a site visit to

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**Report No. IES16-032**

assess how they were doing and provide assistance for any issues that arose. Seventy percent of participants opted to have a visit included, and all indicated they benefited from speaking to someone about their concerns and getting advice on how to improve.

Residents indicated a number of reasons for participating including:

- "We love the idea of diverting green bin waste and enriching our garden in the process!"
- "Because we love to be a part of anything green & good for our earth and community. This would also be a great lesson for our three kids."
- "Divert and reduce green waste, cost effective garden compost, plus my daughter's (Grade 6 + girl guide) enthusiasm for participating in the challenge."

Participants monitored all the material being placed in their composters from June 15<sup>th</sup> until September 15<sup>th</sup> for a total of three months of monitoring. Each participant recorded both the amount of food waste and the amount of yard waste composted during this time. Sixty per cent of participants returned fully completed tracking sheets at the end of the pilot and each averaged 18.7kg of material composted over that time.

The Town recognized participants of the Greener Garden Composting Challenge with an evening reception, October 27, 2015. Mayor Dawe brought greetings, and 15 attendees were presented with the results of the pilot project and thank you gifts of \$50 gift cards supplied by York Region.

## **COMMENTS**

### **Backyard Composting Pilot being expanded in cooperation with York Region**

The knowledge gained from the successful completion of the pilot in 2015 is now being used to extend the program further within Aurora and to other municipalities in York Region. The goal of the program expansion is to ensure residents have the incentives and necessary support to take up and sustain backyard composting and divert these organics from collection.

The results of the pilot program indicated that an average amount of 50kg of mixed kitchen waste and yard waste can be diverted annually with a backyard composter per household member. This number was calculated assuming that 4 months of the year (June – September) a composter would be at maximum average monthly efficiency. The other eight months (October – May) assumes an efficiency of half the monthly average as cold temperatures make it more difficult to compost effectively.

A modest participation rate of approximately ten per cent of residents (5,500 individuals or about 1,800 households), could divert 248 tonnes of food waste and yard waste out of the Regional system each year, with a potential savings of over \$25,000. Each tonne of organic material processed on-site means savings to The Town as well as regional savings related to further transportation processing and end use processing and distribution.

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**Report No. IES16-032**

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In partnership with York Region, we are proposing to engage 200 Aurora households to receive a backyard composter free of charge, in exchange for their participation in composting education through monthly newsletters, a pledge to install and use the composter and a follow-up survey in October. They will have access to on-going assistance from The Town and York Region staff, as well as volunteer mentors from those participants in the 2015 program who are interested in helping fellow composters trouble-shoot composting challenges. York Region Environmental Services is also making improvements to the backyard composting instructional materials, which will accompany each bin we provide. The York Region Food Network has also installed a 3-bin composting system in 2015 in partnership with York Region at the Aurora Community Garden, 350 Industrial Parkway. This new resource will help support our program expansion by offering a publically accessible demonstration site, with additional access to staff and gardeners that can lend their expertise and advice.

As in the pilot project, advertising will be targeted to Aurora residents living in a home with a backyard and an interest in gardening and composting. Residents will register through the Town website by early May, and the bins will be awarded on a first come, first served basis.

Success will be measured by the number of registrants, inquiries and interest in the challenge. Long-term success will be measured by the ongoing engagement with the participants including completed surveys, and additional interest and sales of composters at York Region depots and Town of Aurora locations.

**LINK TO STRATEGIC PLAN**

**Promoting and advancing green initiatives:** through the use of effective education and promotion, staff will encourage increased diversion of recoverable and recyclable materials as new provisions of the By-law are implemented.

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

As directed by Council.

**FINANCIAL IMPLICATIONS**

The cost of this pilot is funded jointly between the Region and the Town. The Town costs are estimated to be \$3,500 for material costs and will be funded from the 2016 operating budget.

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Report No. IES16-032

**CONCLUSIONS**

Based on the evidence of the 2015 pilot project, backyard composting is a viable waste diversion activity for local residents. Participants highlighted both the environmental benefits as well as the educational value for youth in their households.

This program expansion will allow additional households to try backyard composting with instruction and support in order to sustain long term behaviour change. These new composters will produce valuable organic soils for home use while reducing overall curbside waste tonnage.

**PREVIOUS REPORTS**

March 24, 2015 – No. IES15-017 – Backyard Composting Initiative to Reduce Curbside Collection

**ATTACHMENTS**


None

**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of March 21, 2016

***Prepared by: Kate Dykman, Waste/Recycling Coordinator - Ext. 3447***

  
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***Ilmar Simanovskis***  
***Director of Infrastructure &  
Environmental Services***

  
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***Doug Nadorozny***  
***Chief Administrative Officer***





**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES16-033**

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**SUBJECT:**    *Solar Panel Option for the New Operations Centre*

**FROM:**      *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*

**DATE:**       *April 5, 2016*

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**RECOMMENDATIONS**

*THAT Report No. IES16-033 be received; and*

*THAT the 2016 Capital Budget be increased by \$130,000 for the installation of a 40 kW solar panel system at the new Operations Centre, to be funded from the Green Initiatives Reserve fund; and*

*THAT staff be authorized to negotiate an agreement for installation of a 40 kW solar panel system at the new Operations Centre with our current vendor Solera; and*

*THAT the Mayor and Town Clerk be authorized to execute the Agreement with Solera, including any and all documents and ancillary agreements required to give effect to same; and*

*THAT all net energy savings generated from the solar panel system be returned to the Green Initiatives Reserve fund for a minimum period of 25 years.*

**PURPOSE OF THE REPORT**

To provide additional information on the option for solar panels at the Operations Centre in response to Council's direction to refer report IES16-001 back to staff.

**BACKGROUND**

Report IES16-001 regarding the monthly status report on facility projects identified the opportunity to advance solar panels for the new operations centre project as a way to accelerate greenhouse gas reduction. Council referred this request back to staff for additional information. Since that report, staff have consulted with our current solar panel vendor Solera and the operations centre building design team to scope out a feasible project and delivery model. This report provides additional details to this proposed project.

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Report No. IES16-033

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## **COMMENTS**

### **FIT Program no longer seems to be a feasible approach to photo voltaic solar panel program**

Staff have been informed by Solera that the FIT program is no longer as accessible or financially beneficial as it was when first introduced. This is for two primary reasons, the fact that there are no active application intakes as the program has a full list of current applicants that are being processed, and that the energy payment rate has decreased to the point that direct investment in the panels results in a similar return on investment compared to the FIT revenue model.

Based on this information, Solera was requested to develop a proposal to provide a cost effective solution that would generate adequate energy savings.

### **How a net metering system operates**

Net metering is different than the revenue model of the FIT programs. Instead of measuring energy production supplied from the solar panels and providing a fixed revenue per kW generated, the net metering approach measures both energy supply streams and tracks energy consumption based both on the grid feed as well as the solar panel feed.

Billing is then based on grid feed costs based on time of use energy costs less solar panel generated electricity as measured through the same meter. There is then a credit provided for the on-site energy produced based on a single rate. To accomplish this, the billing format is reverted from a time of use variable charge model to a single rate model.

### **Solera proposal results in economically feasible solar energy project resulting in reasonable payback period**

Solera is our current vendor who has been approved to install solar panels on the library, Town Hall and the SARC. Based on this existing relationship, they were requested to provide economically viable options to provide photo electric panels for the roof of the operations centre.

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**Report No. IES16-033**

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The proposal is for a 40 KW system that would accommodate approximately 15 percent of the garage bay roof with a total of 154 solar panels. The proposed cost of this system installed is \$123,971. The expected energy savings is just under \$10,000 per year for an anticipated payback period of 12.3 years.

**Options for securing a suitable vendor**

The benefits of proceeding with a solar panel solution at this time include a reduction in the carbon footprint for the operations center, a secondary revenue stream to offset the project costs.

Should Council wish to proceed with a solar panel solution at this time to achieve the above benefits, it is proposed that a negotiated solution with our current Vendor be pursued.

Alternately an RFP or tender process can be undertaken which may be expedited through procurement if identified as a priority project.

In reviewing the current solar panel market place, staff are in support of the negotiated approach as the market has reached a point of saturation and stability in technology where cost differences between vendors is negligible. Current market conditions are resulting in limited cost effective solar panel suppliers based on mass production turning the panel supply into a low margin commodity. The only really variable component of the process is the installation costs which are based on local resource availability and market costs.

**LINK TO STRATEGIC PLAN**

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life** for all by investing in sustainable infrastructure. This ensures road safety is provided to meet the needs and expectations of our community.

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**Report No. IES16-033**

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### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

The installation of solar panels at the operations centre can occur at any time and was always a consideration for the project during the design stage. Advancing solar panels is consistent with the LEED Strategy we pursued for the operations centre and advances the Town's environmental goals to reducing the energy carbon footprint.

Council may choose from alternate recommendations including:

1. Not proceed with solar energy at the operations centre at this time
2. Issue a tender or RFP for securing a solar energy vendor
3. Identify alternate funding sources for the project

### **FINANCIAL IMPLICATIONS**

The goal of reducing The Town's carbon footprint is identified in the Environmental Master Plan and has been proceeding where opportunities exist.

This is a significant opportunity towards advancing this goal. Financial options for implementing this project include, debt, use of funds from the Green Initiatives Reserve account, or contribution from the facilities reserve with an appropriate pay back program.

A project budget of \$130,000 would be sufficient to allow this project to proceed.

It is proposed that this project could be considered for a perpetual revenue stream to increase the balance of the Green Initiatives Reserve. This surplus contribution can be established based on operating experience in the first 10 years of the program and identification of an appropriate transfer to the reserve based on net calculated energy savings.

This approach would continue to contribute to the Green Initiatives Reserve to allow for funding of future energy and carbon footprint reduction initiatives.

### **CONCLUSIONS**

Solar power production on the site of the new operations centre was contemplated in the design and always identified as a future option for the project.

Current solar energy market conditions makes advancing installation of solar panels a viable option. By proceeding with solar panels at this time, the Town can benefit from a reduction on the buildings carbon footprint, a stable revenue stream sooner than deferring installation to a later date.

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**Report No. IES16-033**

Should Council support proceeding with an installation at this time, it is recommended that the Town enter into an agreement with our current vendor Solera to provide a system based on recent project proposal submissions and that a funding envelop of \$130,000 be approved from the Green Initiatives Reserve.

It is also recommended that all savings realized from this project are to be directed to the Green Initiatives Reserve for a minimum period of 25 years.

**PREVIOUS REPORTS**

IES16-001 Facility Status Report  
IES16-020 Joint Operations Centre LEED® Status Report

**ATTACHMENTS**

None

**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of March 21, 2016.

***Prepared by: Ilmar Simanovskis, Director - Ext. 4371***

  
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**Ilmar Simanovskis**  
**Director, Infrastructure &**  
**Environmental Services**

  
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**Doug Nadrozny**  
**Chief Administrative Officer**



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES16-034**

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**SUBJECT:** *Award of Tender IES 2016-18 for the supply and installation of two new Ice Plant Condensers for the Aurora Community Centre*

**FROM:** *Ilmar Simanovskis, Director of Infrastructure & Environmental Services*

**DATE:** *April 5, 2016*

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**RECOMMENDATIONS**

*THAT Report No. IES16-034 be received; and*

*THAT Tender IES 2016-18 for capital project#72175 for the supply and installation of two new Ice Plant Condensers for the Aurora Community Centre be awarded to CIMCO Refrigeration in the amount of \$133,660.00 excluding taxes; and*

*THAT the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.*

**PURPOSE OF THE REPORT**

To receive Council's authorization to award the contract for the supply and delivery of two new Ice Plant Condensers to CIMCO Refrigeration.

**BACKGROUND**

As noted in the attached Capital project sheet, this work was recognized as being required in 2016 as the existing condensers were installed in 1996. The lifecycle of this type of equipment is 15 – 20 years depending on the amount of annual maintenance performed. The efficiency level of the new condensers will reduce the amount of water and electricity consumption.

Without replacement the condensers will become more unreliable during indoor ice season and require an increased amount of service that causes the Operations department to decrease their operational service level.

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**Report No. IES16-034**

**COMMENTS**

**1.0 Project Description**

Project #72175 includes the supply and installation of two refrigeration plant condensers at the Aurora Community Centre.

**2.0 Tender Opening**

The Town of Aurora released Tender IES 2016-18 for the replacement of two rooftop condensers on February 19, 2016. The tender closed on March 8, 2016. There was one compliant bid received.

Below is a summary of the bids received for this project:

**Table 1**

	<b>Company Name</b>	<b>Total Bid (excluding taxes)</b>
1	CIMCO Refrigeration, Division of Toromont Industries	\$133,660.00

Verification of the tenders was undertaken by Town staff. The lone bid was submitted by CIMCO Refrigeration, Division of Toromont Industries in the amount of \$133,660.00, excluding taxes for the supply and installation of two EVAPCO LSC 185E-1G condensers.

**3.0 Project Schedule**

Procurement of this equipment is projected for March 2016.

Installation of the condensers will be between June 20<sup>th</sup> – 30<sup>th</sup> 2016.

**LINK TO STRATEGIC PLAN**

Providing high quality, safe ice surfaces within our arena facilities is a high priority while also providing our user departments and customers with a positive experience while utilizing those same facilities.

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

Council may choose to not award this project. The Tender evaluation process meets all requirements of the procurement by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this

**April 5, 2016**

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**Report No. IES16-034**

contract, the existing condensers will be required to continue service and the Town will likely experience increased maintenance costs and decreased service.

**FINANCIAL IMPLICATIONS**

Table 2 is a financial summary for Capital Project #72175 as based on the Tender submitted by CIMCO Refrigeration.

**Table 2**

<b>Approved Budget</b>	
2016 Capital Project 72175*	\$150,000.00
<b>Total Approved Budget</b>	<b>\$150,000.00</b>
Less previous commitments	\$0.00
<b>Funding available for subject Contract</b>	<b>\$150,000.00</b>
Contract Award excluding HST	\$133,660.00
Non-refundable taxes (1.76%)	\$2,352.42
Contingency amount (10%)	\$13,366.00
<b>Total Funding Required</b>	<b>\$149,378.42</b>
Budget Variance	\$621.58

\*Please note that partial funding for this project has been included in the approved Canada 150 Infrastructure Grant for the Town of Aurora.

As indicated in Table 2, the project is \$621.58 under budget.

**CONCLUSIONS**

The Tender review has complied with the Procurement By-law requirements and it is recommended that Tender IES 2016-18 for the supply, delivery and installation of two EVAPCO ice plant condensers be awarded to CIMCO Refrigeration in the amount of \$133,660.00 excluding taxes.

**PREVIOUS REPORTS**

None

**ATTACHMENTS**

None



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Report No. IES16-034

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**PRE-SUBMISSION REVIEW**


Executive Leadership Team meeting of March 21, 2016.

*Prepared by: Greg McClenny, Fleet Supervisor - Ext. 3334*



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**Ilmar Simanovskis**  
**Director, Infrastructure &  
Environmental Services**



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**Doug Nadorozny**  
**Chief Administrative Officer**



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. PRS16-016**

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**SUBJECT:**    *Culture and Recreation Grant Semi-Annual Allocation for March 2016*

**FROM:**        *Allan D. Downey, Director of Parks and Recreation Services*

**DATE:**        *April 5, 2016*

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**RECOMMENDATIONS**

*THAT Report No. PRS16-016 be received for information.*

**PURPOSE OF THE REPORT**

To report on the allocation of \$7,350.00 from the Parks and Recreation Services Culture and Recreation Grant Fund to successful applicants.

**BACKGROUND**

Each year Council allocates funds from the Operating Budget in support of the Culture and Recreation Grant. This Grant was combined with the former Arts & Culture Grant in 2010.

The Parks and Recreation Services Department currently administers this Grant on a semi-annual basis. As per the Policy, applications are processed first in March and again in September of each calendar year.

**COMMENTS**

For the March 2016 allocation, eight applications were approved totalling \$7,350.00, as follows:

**General Committee Meeting Agenda  
Tuesday, April 5, 2016**

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Report No. PRS16-016

Date of Request	Organization / Individual	\$ Requested	Reason for Grant	ELIGIBILITY CRITERIA FOR GROUPS		
				i) Must be Non-profit and/or charitable organizations	ii) Must serve the residents of Aurora.	iii) Represent Aurora provincially, nationally or internationally
4-Jan-16	Aurora Seniors Association - Book Club	\$750.00	To help offset the cost of purchasing books for the Club members.	Yes	Yes	No
18-Nov-15	Music in the Park (formerly Gospel Music Association)	\$1,000.00	To assist with advertising, talent, quest semi-pro quartet and local talent (gas\$) + park cost and insurance.	Yes	Yes	No
20-Nov-15	York Region 55+ Games	\$600.00	Facility rental, equipment, medals, office and registration materials	Yes	Yes	Yes
5-Feb-16	Royal Canadian Air Cadets 140 Aurora Squadron	\$1,000.00	Reimbursement for ACC rental cost for Annual Inspection on Friday, May 27th for Pre-Annual Inspection practiver and rental of ACC on Saturday, May 28 for 140 Aurora Air Cadets Annual Inspection.	Yes	Yes	Yes
19-Feb-16	Our Lady of Grace Church (Refugee Resettlement Committee)	\$1,000.00	Helping refugees buy VIVA/YRT 2 Zone passes to get to English classes (ESL) and other errands. The proce of each pass is \$181.00 a month per person.	Yes	Yes	Yes
1-Feb-16	Our Lady of Grace Catholic Elemenary School	\$1,000.00	Financial support for an Art Project commemorating the school's 60th anniversary.	No	Yes	No
10-Mar-16	Kerry's Place Autism Service	\$1,000.00	The 9th Annual Kerry's Place Appreciation Day event will return to Town Park on Saturday, July 9th and will once again join the Farmers Market, The Optimist Club of Aurora and Art in the Park to put on a free community event that appreciates all those connected with Kerry's Place. The event will also welcome community members to enjoy free entertainment, an artisan festival, family activities and Farmers Market fare.	Yes	Yes	No
8-Mar-16	YouthSpeak Performance Charity	\$1,000.00	Their "Big BAM Challenge" event for youth and families to be held at the AFLC on Saturday, April 6th which addresses the relevant and urgent needs in our community related to mental health, bullying and addiction. This is a York Region event but will be held in Aurora so will be attended mostly by Aurora/Newmarket residents.	Yes	Yes	No
<b>FINAL TOTAL GRANTED 2016</b>		\$7,350.00				

**LINK TO STRATEGIC PLAN**

The allocation of funds for the Culture and Recreation Grant supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for All through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Expand opportunities and partnerships that contribute to the celebration of culture in the community.

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Report No. PRS16-016

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

No alternatives.

**FINANCIAL IMPLICATIONS**

In 2016, \$16,000.00 has been allocated to the Culture and Recreation Grant program. A total of \$7,350.00 has been approved for distribution in March 2016 leaving a remaining total of \$8,650.00.

**CONCLUSIONS**

In accordance with the Grant Policy, staff have distributed the funds as noted above.

**PREVIOUS REPORTS**

PR15-015 – Culture and Recreation Grant Bi-Annual Allocation for March 2015 June 2, 2015

PR15-037 – Culture and Recreation Grant Bi-Annual Allocation for September 2015 November 17, 2015

**ATTACHMENTS**


None.

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting, Monday, March 21, 2016.

***Prepared by: Marianna Saavedra, Administrative Assistant - Extension 4753***

  
\_\_\_\_\_  
**Allan D. Downey**  
**Director of Parks and Recreation**

  
\_\_\_\_\_  
**Doug Nadorozny**  
**Chief Administrative Officer**



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT No. PRS16-018**

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**SUBJECT:** *Music Strategy*

**FROM:** *Allan D. Downey, Director of Parks & Recreation Services*

**DATE:** *April 5, 2016*

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**RECOMMENDATIONS**

*THAT Report No. PRS16-018 be received; and*

*THAT the Music Strategy attached to Report No. PRS16-018 be endorsed; and*

*THAT staff be directed to apply for funding from the Ontario Music Fund Grant to support the initiatives identified in the Music Strategy.*

**PURPOSE OF THE REPORT**

To obtain Council approval of a music Strategy and submit an application for funding from the Ontario Music Fund Grant.

**BACKGROUND**

The following motion was approved by Council on September 24, 2013:

WHEREAS a requisite for provincial grant applications requires a vision and a strategy; and

WHEREAS on January 23, 2013 the Provincial Ministry of Tourism, Culture and Sport announced Ontario is Developing a Live Music Strategy; and

WHEREAS on May 1, 2013, for the 2013 Budget, the government is providing \$45 million for the Ontario Music Fund over the next three years to help create jobs to advance the Live Music Strategy; and

WHEREAS the Live Music Strategy was to position Ontario as a place to record and perform, with the following: 1) Sound Recording and Production, 2) Marketing and Promotion of Artist and Sound recordings, 3) Live Entertainment, and 4) Industry and Business Development initiatives; and

**April 5, 2016**

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**Report No. PRS16-018**

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WHEREAS the Ontario Music Fund is anticipated to launch in the fall of 2013;  
and

WHEREAS the Town of Aurora is initiating a new Business Improvement Area, is desirous of revitalizing the Downtown core, has developed an economic plan as part of the adopted Strategic Plan to attract new businesses, and is considering options for the surplus Library Square.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to develop a strategy.

CARRIED

Staff have investigated Music Strategies in other municipalities to assist in the development of an Aurora Music Strategy.

#### **COMMENTS**

Staff have developed a strategy that identifies and addresses the main areas of focus for the development and support of the music industry. These are:

1. Support an environment friendly to music creators.
2. Encourage the business of music in Aurora.
3. Promote Aurora's music sector locally.
4. Foster alliances with other music cities.
5. Implement a process for monitoring progress and measuring success.

Upon approval of the Strategy, the Town will be able to submit a grant application to the Ontario Music Fund Grant.

Staff will report back on the outcome of the grant application and provide a report to Council on next steps.

#### **LINK TO STRATEGIC PLAN**

The Music Strategy supports the Strategic Plan goal of Supporting an exceptional quality of life for all through its accomplishment in Celebrating and promoting our culture in the following key objectives within this goal statement:

Develop a Cultural Master Plan that includes heritage, music and art to promote more cohesive and coordinated cultural services.

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Report No. PRS16-018

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**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. Council may choose to amend the strategy.
2. Council may choose to approve the strategy.
3. Further Options as required.

**FINANCIAL IMPLICATIONS**

None at this time.

**CONCLUSIONS**

The approval of a Music Strategy will help set the direction for the future development of the music industry in Aurora.

**PREVIOUS REPORTS**

None.

**ATTACHMENTS**


Attachment #1 – Aurora’s Music Strategy - DRAFT

**PRE-SUBMISSION REVIEW**

CAO Review.

*Prepared by: Allan D. Downey, Director of Parks & Recreation Services - Ext. 4752*

  
\_\_\_\_\_  
**Allan D. Downey**  
*Director of Parks and Recreation*

  
\_\_\_\_\_  
**Doug Nadorozny**  
*Chief Administrative Officer*

Aurora's Music Strategy - DRAFT

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Attachment #1

# **Aurora Music Strategy**

Supporting and Growing the Town's Music Sector

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## Aurora's Music Strategy - DRAFT

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### **Benefits of Being a Music Town**

The music sector provides direct employment, pays business taxes and generates spending on other sectors such as restaurants, hotels, photographers, videographers, stylists, graphic designers, taxi and limo companies, travel agents, web designers, caterers, accountants and advertising agencies. It also provides essential contributions to the creative industries such as film, digital interactive media, fashion and the production of live events.

Live music venues and music festivals attracts thousands of tourists annually to Aurora, while industry assets like recording studios, agencies, management companies and publishers draw music business to the Town with economic benefit.

But beyond pure economics, music is a contributor to the positive social and cultural fabric of the Town. Music is a form of celebration, with the power to build bridges and unite communities. Music adds vibrancy, celebrates diversity and increases the liveability of Aurora.

A vibrant music sector helps attract new innovative businesses. Executives and entrepreneurs alike seek to live and work in a town that provides them with a rich social life and music is essential in the equation.

### **The Role of the Town of Aurora in Promoting and Growing the Music Sector**

This responsibility extends beyond the roles played by the Economic Development and Culture division:

- Ensuring Aurora musicians have fair opportunities to participate in Town-sponsored events
- Creating easier access to Town venues for music programs
- Supporting music programs for disadvantaged communities
- Including the needs of existing music businesses in Town development plans

### **The Music Strategy**

The Aurora Music Strategy has five major strategic areas for focus in Aurora:

1. Support an environment friendly to music creators.
2. Encourage the business of music in Aurora.
3. Promote Aurora's music sector locally.
4. Foster alliances with other music cities.
5. Implement a process for monitoring progress and measuring success.

#### **1. Support and environment friendly to music creators**

A music town is a place where musicians, songwriters, recording engineers, music videographers and other music creators live. These innovators are drawn to creative hubs throughout the town, where they collaborate and inspire each other. In turn, their presence and their activities draw other young professionals who want to work and live in these newly chic enclaves. Priorities for Aurora to be more accessible for music creators are:

## Aurora's Music Strategy - DRAFT

- **Professional education programs** – Making music a career rather than just a hobby is a challenge. Most music creators are entrepreneurs, essentially operating in their own small business with limited professional support. Creators are often unaware of the resources available to them in Aurora. In the same way the Town produces forums for small business today, it could help facilitate opportunities for creators to learn about existing infrastructure and resources and to connect with industry leaders. Forums could include insight and advice from professional organizations such as SOCAN, Folk Music Ontario and the Toronto Musicians' Association, funding sources such as FACTOR, Starmaker and the Ontario Music Office and professional development opportunities like Canada's Music Incubator and the Remix Project. Artists, organizations and music companies should be made aware of funding opportunities provided through the Town's not-for-profit arts programs. Corporate sponsors could help defray the costs of organizing and producing these learning forums.
- **Rehearsal space** – Musicians need affordable places to practice and hone their craft. Aurora's existing facilities can be rented by the hour, day or month. They should contain sound or backline equipment, to allow artist to replicate the conditions of a public venue performance; however, with capacity well below demand rehearsal space is inaccessible for many developing and independent acts. The Town can explore partnerships with commercial businesses and Business Improvement Areas (BIAs) to make unused buildings available for music rehearsal at affordable rates and consider leveraging underutilized municipal resources.
- **Fair compensation for performers** – Compounding the lack of affordable and rehearsal space is the fact that most musicians receive very low compensation for performing. Payment consisting of a bar tab and a share of the door is often a reality, which means artists might only cover performance and transportation costs for the night. The Town of Aurora can encourage venues and other businesses to obtain the proper licenses from SOCAN and Re-Sound for presenting live performances and playing recorded music, while working toward ensuring all city-owned facilities are licensed. These license fees go back into pockets of creators.

## **2. Encourage the business of Music in Aurora**

The music sector is an employer in Aurora. In addition to the music creators themselves, the sector provides jobs for people working at record labels, music publishers, recording facilities, music venues, ticketing companies, radio stations and as freelance publicists, graphic designers, journalists, photographers, stylists and in many more roles.

When Aurora's music businesses are successful, they maintain and grow employment, utilize the services of other Aurora businesses, and pay taxes. They contribute to Aurora's overall economic health. The Town can encourage the growth of Aurora's music business by spearheading work in these areas.

- **Bylaws and regulation** – The Town should consider the needs of the music community when updating and implementing new bylaws and regulations, and whenever possible adopt progressive policies introduced in other jurisdictions to address potential conflicts between music industry stakeholders and the wider public interest. Noise regulations and balance the

## Aurora's Music Strategy - DRAFT

interests of residents and other businesses with those of venues and concert promoters, ensuring that well-being of the music industry as well as the wider public interest without unnecessary restrictions and fines. Building and planning policies should acknowledge the value of pre-existing music venues in ascribing greater noise mitigation obligations to new neighbourhood entrants. Access to performance permits for public spaces including parks must be equitable, consistent and clearly explained.

- **Creation of a business networking website** – The Town can co-ordinate the creation of a business networking platform that would include a comprehensive listing of all music businesses and assets in Aurora. The database would include an up-to-date listing of managers, labels, studios, venues, music organizations and more and could potentially offer users the ability to post jobs and opportunities within the sector. The site would be positioned as a primary information hub for anyone within or outside Aurora looking for music resources, suppliers and partners. This could also serve as a marketing and promotion platform for the music industry.
- **Access to civic venues and Town-sponsored programs** – The Town owns venues and improving access to these facilities will not only benefit music businesses and creators, but also increase the usage of and revenue generated by these Town resources.
- **Creation of a physical Music Hub** – A long-term but important goal of Aurora's music strategy is the creation of a physical hub to act as the epicentre of the town's music community.

### **3. Promote Aurora's music scene locally**

The Town has a vital role to play in promoting Aurora's music scene. The goal is two-fold: to build audiences for our local creators, increasing their earning potential locally and beyond; and to enhance Aurora's standing as a music destination, growing music tourism and its spillover benefits across many sectors. The Town can support these objectives as follows:

- **Music Tourism** – Aurora attracts thousands of visitors annually, who spend dollars locally. Aurora can make a music drawing card for tourists and a reason for them to extend their visits. The Town of Aurora, working in collaboration with our business community, can ensure that music is a part of these visitors Aurora experience. Together, these groups can promote Aurora's music scene outside the Town, create online resources to connect tourists with the music they love.
- Partnership opportunities should be explored with YorkScene and Central Counties Tourism as well as access to the Cultural Portal being developed as part of the Cultural Master Plan.

### **4. Foster alliances with other music cities**

In 2013, the City of Toronto and Austin, Texas entered into the world's first formal Music City Alliance. This Alliance was renewed in 2015 with goals to create music industry trade and export, foster ongoing communication and create mutual growth opportunities. Since then, other cities around the globe have approached Toronto to initiate new partnerships or expand existing relationships, including Chicago,

## Aurora's Music Strategy - DRAFT

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Seattle and New York in the U.S.; Melbourne and Sydney in Australia; and Mannheim, Germany. The City of Toronto should explore opportunities for formal and informal music alliances with Canadian, U.S. and international cities, in order to:

- Increase trade and export for local music businesses
- Create opportunities for Toronto talent abroad
- Share learning and best practices with other music-friendly cities
- Cross-promote music tourism

### **5. Implement a process for monitoring progress and measuring success**

Currently there is no comprehensive measurement of the scale, scope and impact of Aurora's music sector. In order to ensure continued political and public support for the sector, the Town should help coordinate a measurement of the industry in 2016. This state-of-the-nation snapshot of the Aurora music industry can be used to help advance sector goals with public and private partners and will serve as a benchmark against which to demonstrate measureable results with a follow-up study in the next 3 to 4 years. Target metrics will be:

- The number of live venues, music festivals and other music businesses
- Employment figures across all measurable components of the music industry
- The number of music creators making their home in Aurora (and, if possible, average income from music-based activities)
- Revenue and tax contribution from music businesses
- The impact of music tourism in Aurora
- The overall impact of Aurora's music sector on Aurora's economy in terms of direct economic activity and total economic impact

As part of its research, the Town may seek collaboration with the public and private sectors collecting similar data for their own studies, including agencies of the provincial and federal governments, Music Canada Live, the Canadian Independent Music Association, SOCAN and other with reliable, relevant information.



**TOWN OF AURORA  
ACCESSIBILITY ADVISORY COMMITTEE  
MEETING MINUTES**

**Date:** Wednesday, March 2, 2016

**Time and Location:** 7 p.m., Leksand Room, Aurora Town Hall

**Committee Members:** Tyler Barker (Chair), John Lenchak (Vice Chair), Gordon Barnes (departed 8:35 p.m.), James Hoyes, Jo-anne Spitzer, and Councillor Sandra Humfryes (arrived 7:30 p.m.)

**Member(s) Absent:** None

**Other Attendees:** Chris Catania, Accessibility Advisor, and Linda Bottos, Council/Committee Secretary

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The Chair called the meeting to order at 7:03 p.m.

**1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

**2. APPROVAL OF THE AGENDA**

**Moved by Gordon Barnes  
Seconded by John Lenchak**

THAT the agenda as circulated by Legal and Legislative Services be approved.

**CARRIED**

**3. RECEIPT OF THE MINUTES**

**Accessibility Advisory Committee Meeting Minutes of February 3, 2016**

**Moved by Gordon Barnes  
Seconded by James Hoyes**

THAT the Accessibility Advisory Committee meeting minutes of February 3, 2016, be received for information.

**CARRIED**

**4. DELEGATIONS**

**(a) David Heard, Resident  
Re: Organizations Contracted with Town re Accessibility/  
Accommodations**

Committee consented to consider Delegation (a) following consideration of Item 1.

Mr. Heard spoke about invisible disabilities and expressed concern regarding any group or organization that rents, leases, or contracts with the Town, who does not abide by applicable legislation for persons with disabilities. He suggested that a policy be implemented to encourage compliance and inclusivity. Mr. Heard also noted that April 2, 2016, is World Autism Awareness Day, and he would be conducting a ghost tour on April 2, starting at 7 p.m. from 34 Berczy Street, with all proceeds going to Kerry's Place Autism Services.

**Moved by Gordon Barnes  
Seconded by John Lenchak**

THAT the delegation of David Heard be received for information.

**CARRIED**

**5. MATTERS FOR CONSIDERATION**

**1. Memorandum from Accessibility Advisor  
Re: Annex H Guide for Accessible Playspaces in Canada and James  
Lloyd Park Accessible Considerations**

Staff provided background to the Annex H Guide and an overview of the proposed James Lloyd Park layout and accessibility components. The Committee discussed aspects of the proposed playground and expressed concern regarding the number of elevated play features and the need for further information.

**Moved by John Lenchak**  
**Seconded by James Hoyes**

THAT the memorandum regarding Annex H Guide for Accessible Playspaces in Canada and James Lloyd Park Accessible Considerations be received; and

THAT the following Accessibility Advisory Committee comments be considered by staff:

- Suggestion that the CAN/CSA-Z614 Annex H guidelines be considered in the construction of new playspaces and the reformatting of existing playspaces;
- Suggestion to include a ground-level scooping feature in James Lloyd Park; and
- Request for more information including detailed design of the surrounding areas, curb cuts and access points, and whether the local schools were consulted and given the opportunity to provide input.

**CARRIED**

**2. Memorandum from Planner**  
**Re: Site Plan Application, 2450290 Ontario Inc., 32 Don Hillock Drive**  
**Part of Lot 2, Registered Plan 65M-3974, File No. SP-2016-02**

Staff gave an overview of the proposed site plan and accessibility components. The Committee expressed concerns regarding the accessible parking spaces and barrier-free access to each unit of the proposed multi-tenant office building.

**Moved by Councillor Humfryes**  
**Seconded by John Lenchak**

THAT the memorandum regarding Site Plan Application, 2450290 Ontario Inc., 32 Don Hillock Drive, Part of Lot 2, Registered Plan 65M-3974, File No. SP-2016-02, be received; and

THAT the following Accessibility Advisory Committee comments be considered by staff:

- Suggestion to add three (3) accessible parking spaces along the south side of the building; and
- Suggestion to include automatic door openers into each unit.

**CARRIED**

**3. Memorandum from Planner**

**Re: Application for Site Plan Amendment, Gineve Inc., 250 Don Hillock Drive, Plan 65M-3974, Lot 9, File No. SP-2016-03**

Staff presented an overview of the proposed site plan amendment. The Committee expressed concerns regarding the location and safety risk of the two accessible parking spaces at the southeast corner of the proposed industrial building.

**Moved by John Lenchak**  
**Seconded by Jo-anne Spitzer**

THAT the memorandum regarding Application for Site Plan Amendment, Gineve Inc., 250 Don Hillock Drive, Plan 65M-3974, Lot 9, File No. SP-2016-03, be received; and

THAT the following Accessibility Advisory Committee comments be considered by staff:

- Suggestion to relocate the two accessible parking spaces at the southeast corner of the building further west to space #38, away from the corner;
- Suggestion to remove the two parking spaces at the bottom southeast corner of the site to allow for a greater truck turning radius; and
- Suggestion to include automatic door openers into each unit.

**CARRIED**

**6. INFORMATIONAL ITEMS**

**4. Extract from Council Meeting of January 26, 2016**

**Re: Accessibility Advisory Committee Meeting Minutes of December 2, 2015**

**Moved by John Lenchak**  
**Seconded by James Hoyes**

THAT the Extract from Council Meeting of January 26, 2016, regarding the Accessibility Advisory Committee meeting minutes of December 2, 2015, be received for information.

**CARRIED**

**7. NEW BUSINESS**

Staff and the Committee welcomed new Committee member Jo-anne Spitzer.



Accessibility Advisory Committee Meeting Minutes  
Wednesday, March 2, 2016

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The Committee requested that the subject matter of Delegation (a) regarding accessibility accommodations in respect to organizations engaged with the Town be included on the agenda of the April Committee meeting.

The Committee requested that the subject of the 2016 National Access Awareness Week be included on the agenda of the April Committee meeting.

Updates were provided regarding the Aurora Family Leisure Complex north door access and automatic door openers.

The Committee agreed to reschedule the April meeting from April 6 to Wednesday, April 13, 2016, from 4 p.m. to 6 p.m.

**8. ADJOURNMENT**

**Moved by John Lenchak  
Seconded by James Hoyes**

THAT the meeting be adjourned at 9:07 p.m.

**CARRIED**

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS  
ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA  
HERITAGE ADVISORY COMMITTEE  
MEETING MINUTES**

**Date:** Monday, March 7, 2016

**Time and Location:** 7 p.m., Holland Room, Aurora Town Hall

**Committee Members:** Councillor Jeff Thom (Chair), Councillor Wendy Gaertner (Vice Chair), Barry Bridgeford, Carol Gravelle, James Hoyes, John Kazilis, and Bob McRoberts (Honorary Member)

**Member(s) Absent:** Kathy Constable and Martin Paivio

**Other Attendees:** Councillor Tom Mrakas (departed 7:27 p.m.), Marco Ramunno, Director of Planning and Development Services, Jeff Healey, Planner, and Samantha Kong, Council/Committee Secretary

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The Chair called the meeting to order at 7 p.m.

**1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

**2. APPROVAL OF THE AGENDA**

**Moved by John Kazilis  
Seconded by James Hoyes**

THAT the agenda as circulated by Legal and Legislative Services be approved.

**CARRIED**

**3. RECEIPT OF THE MINUTES**

**Heritage Advisory Committee Meeting Minutes of February 8, 2016**

**Moved by Bob McRoberts  
Seconded by Barry Bridgeford**

THAT the Heritage Advisory Committee meeting minutes of February, 8 2016, be received for information.

**CARRIED**

**4. DELEGATIONS**

- (a) **Helen Ahranis and Adam Marshall, Residents**  
**Re: Item 1 – Memorandum from Planner; Re: Additional Information to Heritage Advisory Committee Report No. HAC16-001 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 41 Metcalfe Street**

Ms. Ahranis and Mr. Marshall were present to answer questions regarding their request.

**Moved by James Hoyes  
Seconded by John Kazilis**

THAT the comments of the delegation be received and referred to Item 1.

**CARRIED**

- (b) **David Heard, Resident, representing Aurora Pet Cemetery National Designation Advocacy Group**  
**Re: Aurora Pet Cemetery Logistics/Access**

Mr. Heard presented a brief overview of the Pet Cemetery and indicated that residents have expressed support to designate the cemetery and are eager to gain access to the property.

**Moved by Carol Gravelle  
Seconded by Bob McRoberts**

THAT the comments of the delegation be received and referred to Item 3.

**CARRIED**

**5. MATTERS FOR CONSIDERATION**

**1. Memorandum from Planner**

**Re: Additional Information to Heritage Advisory Committee Report No. HAC16-001 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 41 Metcalfe Street**

Staff indicated that the applicant had provided additional information to General Committee on March 1, 2016, at which time General Committee referred the matter back to the Heritage Advisory Committee.

The Committee expressed concern regarding the revised elevation plans and strongly encouraged the property owners to maintain, restore, or replicate the front façade (depending on the condition), in order to preserve the character and identity of the unique style of the home. The Committee suggested that, should Council choose to delist the property, the final elevation plans should be approved by Planning and Development Services to ensure the preservation of the façade.

**Moved by Bob McRoberts**  
**Seconded by James Hoyes**

THAT the memorandum regarding Additional Information to Heritage Advisory Committee Report No. HAC16-001 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 41 Metcalfe Street, be received; and

THAT the Heritage Advisory Committee recommend to Council:

THAT the application to remove 41 Metcalfe Street from the Aurora Register of Properties of Cultural Heritage Value or Interest be refused.

**CARRIED**

**2. Memorandum from Planner**

**Re: Selection of New Members to the Heritage Evaluation Working Group**

Staff provided a brief overview of the Heritage Evaluation Working Group and indicated that new Committee members were required to fill vacancies due to a resignation.

The Committee nominated the following three Committee members to the Heritage Evaluation Working Group: Carol Gravelle; James Hoyes; and Martin Paivio.

**Moved by John Kazilis  
Seconded by Wendy Gaertner**

THAT the memorandum regarding Selection of New Members to the Heritage Evaluation Working Group be received; and

THAT Carol Gravelle, James Hoyes, and Martin Paivio, be appointed to the Heritage Evaluation Working Group.

**CARRIED**

**6. INFORMATIONAL ITEMS**

**3. HAC16-002 – 14378 Yonge Street, Pet Cemetery, Update on Status of Future Heritage Designation**

Staff provided a status update regarding the Pet Cemetery and indicated that a legal description has been obtained to set parameters for future designation under the *Ontario Heritage Act*. After the Pet Cemetery is designated under the *Ontario Heritage Act*, the Cemetery may be considered for designation as a National Historic Site. Staff further stated that public access may be achieved within the next two years, once the surrounding developments are completed.

The Committee expressed interest regarding a visit to the site, and also suggested that sponsor programs be considered to assist with future maintenance fees.

**Moved by Wendy Gaertner  
Seconded by James Hoyes**

THAT Report No. HAC16-002 be received for information.

**CARRIED**

**7. NEW BUSINESS**

None

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**8. ADJOURNMENT**

**Moved by James Hoyes  
Seconded by Bob McRoberts**

THAT the meeting be adjourned at 8:45 p.m.

**CARRIED**

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS OTHERWISE ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA  
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
MEETING MINUTES**

**Date:** Thursday, March 10, 2016

**Time and Location:** 7 p.m., Leksand Room, Aurora Town Hall

**Committee Members:** Councillor Paul Pirri (Chair), Councillor John Abel (Vice Chair), Marilee Harris, Javed Khan, Bruce Walkinshaw, and Mayor Geoffrey Dawe (ex officio) (arrived 7:56 p.m.)

**Member(s) Absent:** Don Constable, Rosalyn Gonsalves

**Other Attendees:** Councillor Tom Mrakas, Doug Nadorozny, Chief Administrative Officer, Anthony Ierullo, Manager of Long Range and Strategic Planning, Michael Logue, Program Manager, Economic Development, and Linda Bottos, Council/Committee Secretary

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The Chair called the meeting to order at 7 p.m.

**1. DECLARATION OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest under *the Municipal Conflict of Interest Act*.

**2. APPROVAL OF THE AGENDA**

**Moved by Marilee Harris  
Seconded by Bruce Walkinshaw**

THAT the agenda as circulated by Legal and Legislative Services be approved.

**CARRIED**

**3. RECEIPT OF THE MINUTES**

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**Economic Development Advisory Committee Meeting Minutes of January 14, 2016**

**Moved by Bruce Walkinshaw**  
**Seconded by Councillor Abel**

THAT the Economic Development Advisory Committee meeting minutes of January 14, 2016, be received for information.

**CARRIED**

**4. DELEGATIONS**

None

**5. MATTERS FOR CONSIDERATION**

None

**6. INFORMATIONAL ITEMS**

**1. Memorandum from Manager of Long Range & Strategic Planning**  
**Re: 2015-2016 Town of Aurora Business Directory**

Staff provided background to the memorandum and noted that the Business Directory is available online at [www.businessaurora.ca](http://www.businessaurora.ca). Staff advised that a report on the analysis of employment and business trends in Aurora would be forthcoming. The Committee suggested that the Aurora Chamber of Commerce should be more involved in the data collection and dissemination process of the Business Directory.

**Moved by Bruce Walkinshaw**  
**Seconded by Marilee Harris**

THAT the memorandum regarding 2015-2016 Town of Aurora Business Directory be received for information.

**CARRIED**

**2. Memorandum from Manager of Long Range & Strategic Planning**  
**Re: Bell Canada Small Cell Technology**



Staff provided background to the memorandum and noted that the Town is exploring an opportunity to partner with Bell Canada, and participate as a small cell trial location, toward integration of small cell technology and the existing fibre infrastructure and wireless networks.

**Moved by Bruce Walkinshaw  
Seconded by Councillor Abel**

THAT the memorandum regarding Bell Canada Small Cell Technology be received for information.

**CARRIED**

**3. Memorandum from Manager of Long Range & Strategic Planning  
Re: Economic Development Action Plan Update**

Staff gave a brief overview of the memorandum regarding significant activities which have occurred in respect to the Economic Development Action Plan. The Committee and staff discussed aspects of the Business Ambassadors Program and the potential opportunity for the involvement of the Aurora Chamber of Commerce. Staff noted that marketing of this Program should begin within the next few weeks.

**Moved by Marilee Harris  
Seconded by Councillor Abel**

THAT the memorandum regarding Economic Development Action Plan Update be received for information.

**CARRIED**

**4. Memorandum from Manager of Long Range & Strategic Planning  
Re: Activity Report**

Staff gave a brief overview of the memorandum regarding business inquiries, openings, and upcoming events.

**Moved by Marilee Harris  
Seconded by Javed Khan**

THAT the memorandum regarding Activity Report be received for information.

**CARRIED**

**5. Memorandum from Manager of Long Range & Strategic Planning**  
**Re: Medical Campus Update**

Staff provided background to the memorandum and the Committee discussed options for targeting and promoting the medical sector.

**Moved by Councillor Abel**  
**Seconded by Marilee Harris**

THAT the memorandum regarding Medical Campus Update be received for information.

**CARRIED**

**6. Extract from Council Meeting of February 9, 2016**  
**Re: Economic Development Advisory Committee Meeting Minutes of**  
**January 14, 2016**

**Moved by Bruce Walkinshaw**  
**Seconded by Councillor Abel**

THAT the Extract from Council Meeting of February 9, 2016, regarding the Economic Development Advisory Committee meeting minutes of January 14, 2016, be received for information.

**CARRIED**

**7. NEW BUSINESS**

Mayor Dawe provided an update regarding the matter of hotel development charges and the Development Charges By-law review at the Regional level. The Mayor also gave a brief update regarding potential hotel development in Aurora.

**8. ADJOURNMENT**

**Moved by Bruce Walkinshaw**  
**Seconded by Councillor Abel**

THAT the meeting be adjourned at 8:04 p.m.

**CARRIED**

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS  
ADOPTED BY COUNCIL AT A LATER MEETING.